

\*\*\* CAREER OPPORTUNITY \*\*\*



UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF TEXAS

**Position Title:** Financial Technician #11-04  
**Location:** Fort Worth, Texas  
**Closing Date:** December 17, 2010 or until filled  
**Starting Salary/Range:** \$32,778 - \$45,409 (CL23/24)\*  
\*Depending upon qualifications and experience

**POSITION OVERVIEW:** The United States District Court for the Northern District of Texas is recruiting for the position of Financial Technician for the Fort Worth Clerk's Office. The incumbent reports to the Assistant Division Manager and must perform various financial functions involving the processing of receipts and depositing of funds, auditing of CJA vouchers, and the processing of special assessments, fines, and restitution. The incumbent must also perform other functions related to securing, accounting for, preparing reports, and releasing of non-cash collateral, passports, and sensitive exhibits. Other duties include basic knowledge of case related procedures in order to assist with any non-financial duties that may be assigned.

**QUALIFICATIONS:** Skill in working with numerical transactions and the ability to recognize errors and their probable cause. Skill in using automated equipment including Excel, database applications, as well as financial and accounting systems. Ability to learn the judiciary policies, practices, regulations and terminology related to court administration, and to comply with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound judgment and high ethical standards. A Bachelor's degree in Accounting or a related field is preferred.

**BENEFITS:** Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

**OTHER:** The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a U.S. citizen or provide documentation proving eligibility to work in the U.S.

Qualified applicants may submit a detailed resume and salary history to:

**Human Resources - #11-04**

United States District Clerk's Office

Attn: Human Resources

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax # 214-753-2247

Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\*

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify our human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.